



June 28, 2024

SUBJECT: Invitation to Bid 2024-012 LANDSCAPING SERVICES

MESSAGE: Please note and acknowledge the following changes or additions to be included in the referenced section(s) of 2024-012.

1. Pages 3, 4 and 33 are being replaced in their entirety to extend the due date for the Bid submissions by an additional 3 weeks; now July 30, 2024.
2. Page 3 is being replaced in their entirety to extend the due date for the question submissions by an additional 2 weeks; now July 16, 2024.
3. Page 3 is being replaced in their entirety to extend the award notification target date by an additional 3 weeks; now August 20, 2024.
4. Page 3 is being replaced in their entirety to add in the attachment for the additional site visit schedule under the Listing of Attachments.
5. Page 34 is being replaced in their entirety to reflect an additional site visit schedule which will be attached as a separate document with the Bid; the additional date is now July 9, 2024.
6. Page 22 is being replaced in their entirety to add in the HCSO History Museum for Site Location 1, add the K-9 section to Site Location 6, and add Pinebrooke 5 as a separate quote for Site Location 8 as the building is not yet taken possession of by the Sheriff's Office.
7. Pages 27 and 28 are being replaced in their entirety to add all the locations stated above in number 6 to the pricing sheet.
8. Appendix II which is the Pricing Matrix is being replaced in their entirety to add all the locations stated in number 6.

Please complete the acknowledgement of this notice on the next page of this document and include it in your proposal response.

Sincerely,

William V. Spinelli, CPA
Chief Financial Officer

WVS/fak

Enclosures:

2024-012 pages 3-5, 22, 27-28, and 33-34

Appendix II Pricing Matrix

Additional Site Visit Schedule



CHAD CHRONISTER, SHERIFF

ACKNOWLEDGMENT OF AMENDMENT

We do hereby acknowledge the information and/or changes described in
Amendment #1 to Invitation to Bid 2024-012 LANDSCAPING SERVICES

PLEASE PRINT: Company Name: _____

By: _____

Title: _____

Date: _____

Signature: _____

(Signed Acknowledgment must be included with your Submission)

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EXHIBIT A- DRAFT CONTRACT AWARD AGREEMENT	Attached
ATTACHMENT – ADDITIONAL SITE VISIT DATE SCHEDULE	Attached
PROPOSED SCHEDULE OF EVENTS	DATE
BID ADVERTISED / POSTED TO HCSO AND OSD WEBSITE	6/16/2024
DEADLINE TO SUBMIT QUESTIONS TO PURCHASING	7/16/2024
DEADLINE TO RECEIVE SAMPLES	N/A
DEADLINE TO SUBMIT BID	7/30/2024
AWARD NOTIFICATION TARGET DATE	8/20/2024

HILLSBOROUGH COUNTY SHERIFF'S OFFICE
2008 East 8th Avenue
Tampa, Florida 33605

SUBJECT: Invitation to Bid 2024-012 Landscaping Services

BID TITLE: Landscaping Services

BID OPENING DATE & TIME: 7/30/2024 @ 3PM

PLACE: Hillsborough County Sheriff's Office
Sheriff's Operations Center
Financial Services Division - Purchasing Section
2008 East 8th Avenue.
Tampa, FL 33605

Bid Overview: The purpose of this Invitation to Bid (Bid) is to describe the requirements of Chad Chronister, the Sheriff of Hillsborough County, a Constitutional Officer of the State of Florida (Sheriff) to secure a qualified landscaping contractor to perform regular maintenance to various Sheriff's Office Properties throughout Hillsborough County.

Any reference to the "Work" throughout this bid packet is defined to be inclusive of the Scope of Work and any related performance detailed herein.

Pre-Bid Site Visit 1: June 25th, 2024, 8:00A.M. The meeting location is at the 9-11 Memorial parking lot located across from 1900 E 9th Ave, Tampa, FL 33605

Sheriff's Operation Center 2008 E. 8 th Avenue Tampa, FL 33605	9-11 and Fallen Officer Memorial Parks	Freddie Solomon Annex
SOC Gym Facility	SOC Overflow Lot	

Pre-Bid Site Visit 2: June 25th, 2024, immediately following Pre-Bid Site Visit #1

PLACE: 78th Street Uniform Store
3310 S 78th St
Tampa, FL 33619

Pre-Bid Site Visit 3: June 25th, 2024, immediately following Pre-Bid Site Visit #2. The meeting location is in the public parking lot near booking at the Orient Road Jail.

PLACE: Orient Road Jail
1201 Orient Rd
Tampa, FL 33619

Pre-Bid Site Visit 4: June 25th, 2024, immediately following Pre-Bid Site Visit #3

PLACE: HCSO Aviation Hangar (High Security Area)
5808 Wilkins Rd
Tampa, FL 33610

Pre-Bid Site Visit 5: June 26th, 2024, 8:00 A.M. The meeting location is the Administration Building. Follow the signs from the four-way stop sign.

PLACE: Walter C. Heinrich Practical Training Site
14063 CR 39
Lithia, FL 33547

Pre-Bid Site Visit 6: June 26th, 2024, immediately following Pre-Bid Site Visit #5. The meeting location is in front of the main entrance of the Falkenburg Road Jail.

Falkenburg Road Jail 520 N. Falkenburg Rd Tampa, FL 33619	Falkenburg Road Warehouse 2310 N. Falkenburg Rd Tampa FL 33619	Pinebrooke Business Park 1501 N. Falkenburg Rd Tampa, FL 33619
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Pre-Bid Site Visit 7: June 26th, 2024, immediately following Pre-Bid Site Visit #6

PLACE: Occupational Health & Wellness Clinic
9550 E. Columbus Dr.
Tampa, FL 33619

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6. ADDITIONAL SPECIFICATIONS:

- A. **Background:** Background checks will be performed on all employees who are assigned to this contract. A 5-day notice will be required when a different employee, who is normally assigned to work inside any high-security area, will be substituted.
- B. **Maintenance:** The maintenance portion of the contract shall include all labor, supplies, chemicals, and equipment necessary to test, treat, and maintain the equipment.
- C. **Location of Work:** The location(s) the work is to be performed, completed, or delivered to is/are at
- Site Location 1
 - Malcolm E. Beard Sheriff's Operation Center (SOC)
 - SOC Gym Facility
 - SOC Overflow Lot
 - 9-11 and Fallen Officer Memorial Parks
 - Freddie Solomon Annex
 - HCSO History Museum
 - Site Location 2
 - 78th Street Uniform Store
 - Site Location 3
 - Orient Road Jail, Exterior
 - Orient Road Jail, Interior (High-Security Area)
 - Site Location 4
 - HCSO Aviation Hangar (High-Security Area)
 - Site Location 5
 - Walter C. Heinrich Practical Training Site
 - Site Location 6
 - Falkenburg Road Complex Warehouse / K-9 Section
 - Site Location 7
 - Falkenburg Road Jail, Exterior
 - Falkenburg Road Jail, Interior (High-Security Area)
 - Site Location 8
 - Pinebrooke Business Park (Pinebrooke 1-4)
 - Pinebrooke 5
 - Site Location 9
 - Occupational Health & Wellness Clinic
- D. **Workspace:** The Hillsborough County Sheriff's Office will not provide workspace for the Awarded Supplier.

2. **PRICING:** The undersigned has carefully examined the Bid Package and all conditions affecting the cost of the item(s) and service(s) required by the HCSO. Pricing should be all inclusive.

The undersigned certifies that any exceptions to the Bid specifications are noted in the BID RESPONSE, *Exceptions* (PART D, Paragraph 1). All specifications not noted thereon are as requested. The undersigned also understands that any exceptions presented after the award may be cause for cancelation of award.

We hereby propose to furnish the below described service or commodity in accordance with the Bid Package, except as noted on attached Exceptions Form:

Total Monthly Billing Amount (By Location)				
Item	Description	Frequency	Unit of Measure (UoM)	Price
Grounds Maintenance as listed in Part C - Paragraph 2				
	Site Location 1			
1	Malcolm E. Beard Sheriff's Operation Center (SOC)	Monthly	LS	\$
2	9-11 and Fallen Officer Memorial Parks	Monthly	LS	\$
3	Freddie Solomon Annex	Monthly	LS	\$
4	SOC Gym Facility	Monthly	LS	\$
5	SOC Overflow Lot	Monthly	LS	\$
6	HCSO History Museum	Monthly	LS	\$
	Site Location 2			
7	78 th Street Uniform Store	Monthly	LS	\$
	Site Location 3			
8	Orient Road Jail, Exterior	Monthly	LS	\$
9	Orient Road Jail, Interior (High Security Area)	Monthly	LS	\$
	Site Location 4			
10	HCSO Aviation Hangar (High Security Area)	Monthly	LS	\$
	Site Location 5			
11	Walter C. Heinrich Practical Training Site	Monthly	LS	\$
	Site Location 6			
12	Falkenburg Road Complex Warehouse / K-9 Section	Monthly	LS	\$
	Site Location 7			
13	Falkenburg Road Jail, Exterior	Monthly	LS	\$
14	Falkenburg Road Jail, Interior (High Security Area)	Monthly	LS	\$

Total Monthly Billing Amount (By Location)				
Item	Description	Frequency	Unit of Measure (UoM)	Price
Grounds Maintenance as listed in Part C - Paragraph 2				
	Site Location 8			
14	Pinebrooke Business Park (Pinebrooke 1-4)	Monthly	LS	\$
15	Pinebrooke 5	Monthly	LS	\$
	Site Location 9			
16	Occupational Health & Wellness Clinic/Chapman Warehouse	Monthly	LS	\$
	Total			
17	Total Monthly Cost	Monthly	LS	\$
Excluded Services				
18	Excluded services or special projects labor cost.	As Requested	Cost Plus %	\$
19	Excluded services or special projects material cost.	As Requested	Hourly	\$

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Below is an example LABEL which is required on the OUTSIDE of your Sealed Submittal Package. Use this label which clearly marks the Bid Number and Title and return to the specified address no later than the proposal due date and time.

URGENT - SEALED SUBMITTAL PACKAGE ENCLOSED	
URGENT	HILLSBOROUGH COUNTY SHERIFF'S OFFICE
	SHERIFF'S OPERATIONS CENTER
	ATTN: FINANCIAL SERVICES DIVISION – PURCHASING SECTION
	2008 EAST 8 TH AVE
	TAMPA FL 33605
	<u>BID PACKAGE SUBMITTAL</u>
From: _____	
	BID # 2024-012
	LANDSCAPING SERVICES
	OPENING DATE/TIME:
	7/30/2024 / 3:00PM

LISTING OF ATTACHMENTS

1.	APPENDIX I	PDF	Supplier Application Packet
2.	APPENDIX II	PDF	Pricing Matrix
3.	APPENDIX III	PDF	Password for the emailed Zip file included in physical proposal.
4.	EXHIBIT A	PDF	Draft Contract Award Agreement
5.	ATTACHMENT	PDF	Additional Site Visit Date Schedule

HILLSBOROUGH COUNTY SHERIFFS OFFICE
 INVITATION TO BID 2024-012 LANDSCAPING SERVICES
 APPENDIX II - PRICING MATRIX

Once completed, a hardcopy version of this form must be printed and submitted as part of the Response AND an electronic [Excel] version of this form must be emailed to the Senior Procurement Analyst, Wady Almanzar: ✉ WAlmanzar@TeamHCSO.com.

Line	Description:	Frequency	Unit of Measure (UoM)	Price
Site Location 1				
1	Malcolm E. Beard Sheriff's Operation Center (SOC)	Monthly	LS	\$ -
2	9-11 and Fallen Officer Memorial Parks	Monthly	LS	\$ -
3	Freddie Solomon Annex	Monthly	LS	\$ -
4	SOC Gym Facility	Monthly	LS	\$ -
5	SOC Overflow Lot	Monthly	LS	\$ -
6	HCSO History Museum	Monthly	LS	\$ -
Site Location 2				
7	78th Street Uniform Store	Monthly	LS	\$ -
Site Location 3				
8	Orient Road Jail, Exterior	Monthly	LS	\$ -
9	Orient Road Jail, Interior (High Security Area)	Monthly	LS	\$ -
Site Location 4				
10	HCSO Aviation Hangar (High Security Area)	Monthly	LS	\$ -
Site Location 5				
11	Walter C. Heinrich Practical Training Site	Monthly	LS	\$ -

HILLSBOROUGH COUNTY SHERIFF'S OFFICE
 INVITATION TO BID 2024-012 LANDSCAPING SERVICES
 APPENDIX II - PRICING MATRIX

Site Location 6						
12	Falkenburg Road Complex Warehouse /K-9 Section	Monthly	LS	\$		-
Site Location 7						
13	Falkenburg Road Jail, Exterior	Monthly	LS	\$		-
14	Falkenburg Road Jail, Interior (High Security Area)	Monthly	LS	\$		-
Site Location 8						
15	Pinebrooke Business Park (Pinebrooke 1-4)	Monthly	LS	\$		-
16	Pinebrooke 5	Monthly	LS	\$		-
Site Location 9						
17	Occupational Health & Wellness Clinic	Monthly	LS	\$		-
Total						
18	Total Monthly Cost	Monthly	LS	\$		-
Excluded Services						
19	Excluded services or special projects labor cost	As requested	Cost Plus %	\$		-
20	Excluded services or special projects labor cost	As requested	Hourly	\$		-

HILLSBOROUGH COUNTY SHERIFF'S OFFICE
2008 East 8th Avenue
Tampa, Florida 33605

MANDATORY PRE-BID SITE VISITS: ADDITIONAL SECOND SITE VISIT

Pre-Bid Site Visit 1: July 9th, 2024, 8:00A.M. The meeting location is the Administration Building. Follow the signs from the four-way stop sign.

PLACE: Walter C. Heinrich Practical Training Site
14063 CR 39
Lithia, FL 33547

Pre-Bid Site Visit 2: Immediately following Pre-Bid Site Visit #1. The meeting location is at the 9-11 Memorial parking lot located across from 1900 E 9th Ave, Tampa, FL 33605.

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SOC Gym Facility	SOC Overflow Lot	HCSO History Museum

Pre-Bid Site Visit 3: Immediately following Pre-Bid Site Visit #2.

PLACE: 78th Street Uniform Store
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Tampa, FL 33619

Pre-Bid Site Visit 4: Immediately following Pre-Bid Site Visit #3

PLACE: HCSO Aviation Hangar (High Security Area)
5808 Wilkins Rd
Tampa, FL 33610

Pre-Bid Site Visit 5: 1:00 P.M. The meeting location is in the public parking lot near booking at the Orient Road Jail.

PLACE: Orient Road Jail
1201 Orient Rd
Tampa, FL 33619

Pre-Bid Site Visit 6: Immediately following Pre-Bid Site Visit #5. The meeting location is in front of the main entrance of the Falkenburg Road Jail.

Falkenburg Road Jail 520 N. Falkenburg Rd Tampa, FL 33619	Falkenburg Road Warehouse 2310 N. Falkenburg Rd Tampa FL 33619	Occupational Health & Wellness Clinic 9550 E. Columbus Dr. Tampa, FL 33619
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Pre-Bid Site Visit 7: Immediately following Pre-Bid Site Visit #6

PLACE: **Pinebrooke Business Park**
1501 N. Falkenburg Rd
Tampa, FL 33619

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